

INSTRUCTIONS ON CHANGING CM/ECF PASSWORD ASSIGNMENT

If you have forgotten or lost your password you can request a new password at the CM/ECF login screen.

If you know your current password and want to change it, follow the instructions below.

1. On the blue menu bar select **Utilities > Your Account > Maintain Your Account**

The screenshot shows the CM/ECF menu bar with the following items: **Utilities**, **Search**, and **Logout**. Under **Utilities**, there is a dropdown menu with the following options: **Your Account**, **Edit Data**, **Edit Data continued**, **Miscellaneous**, **CASE ASSIGNMENT**, **Run MDL Extract**, **Release 3.0 Menu Items**, **Release 3.1 Menu Items**, **Release 3.2 Menu Items**, and **Release 4.0 Menu Items**. The **Your Account** option is highlighted with a red box. Under **Your Account**, there is a dropdown menu with the following options: **ECF Login**, **Maintain Your Account**, **Maintain Your Address**, **Maintain Your E-mail**, **Maintain Your Login/Password**, **View Your Transaction Log**, **Change Client Code**, **Review Billing History**, **Show PACER Account**, and **Remove Default PACER Account**. The **Maintain Your Account** option is highlighted with a red box.

The Maintain User Account window will appear:

The screenshot shows the 'Maintain User Account' window. The window has a blue header bar with the following items: **ECF**, **Civil**, **Criminal**, **Query**, **Reports**, **Utilities**, and **Search**. The main content area is titled 'Maintain User Account'. It contains the following fields: **Last name** (Doe), **First name** (John), **Filer status** (dropdown), **Middle name** (empty), **Generation** (empty), **Filer status comment** (empty), **Gender** (dropdown), **ATY Type** (dropdown), **Title** (empty), **Bar number** (empty), **Type** (crt), **Prisoner id** (empty), **Add Headers to PDF Documents** (checked), **Office** (empty), **Unit** (empty), **Address 1** (empty), **Address 2** (empty), **Address 3** (empty), **City** (empty), **State** (empty), **Zip** (empty), **Country** (empty), **County** (dropdown), **Phone** (empty), **Fax** (empty), **Initials** (empty), **DOB** (empty), **End date** (empty), **Email information...** (button), **More user information...** (button, highlighted with a red box), **Submit** (button), and **Clear** (button).

2. Select **More user information**

The following window will appear:

The screenshot shows a web interface for the ECF system. At the top is a blue header with the ECF logo and three dropdown menus labeled 'Civil', 'Criminal', and 'Query'. Below the header, the title 'More User Information for Test Attorney' is displayed. The main content area shows user details for 'attytest'. The 'Login' field is 'attytest' and the 'Last login' is '02-05-2010 15:29'. The 'Password' field is masked with asterisks and is highlighted with a red border. The 'Current login' is '03-02-2010 15:29'. The 'Create date' is '12/06/2007' and the 'Update date' is '03/02/2010'. The 'Registered' status is 'Y' and the 'Internet Credit Card' status is 'N'. The 'Groups' field is 'Attorney'. At the bottom, there are two buttons: 'Return to Account screen' (highlighted with a red border) and 'Clear'.

Login attytest	Last login 02-05-2010 15:29
Password ****	Current login 03-02-2010 15:29
Registered Y	Create date 12/06/2007
Internet Credit Card N	Update date 03/02/2010
Groups Attorney	

3. Make desired changes in this window, select **Return to Account screen**, select **Submit**

4. A confirmation window will appear, select **Submit** again

The “update successful” window will appear.